

TRAVEL EXPENSE CLAIM

FA-0302 (REV. 1/1999) Front CT #7541-0620-9

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PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME (First, Mi, Last) Cal T. Rans			SOCIAL SECURITY NUMBER 012-34-5678			DEPARTMENT TRANSPORTATION		
POSITION Transportation Engineer			B.U./M.D. 9			NUMERIC DIST/UNIT (Far Check to Be Sent) 59/501		
CLAIMANT'S HOME ADDRESS 1111 Broadway			CONTACT PHONE # (Include Area Code) (916) 555-1212					
CITY Sacramento			STATE CA			ZIP CODE 91234-5678		
CITY Sacramento			STATE CA			ZIP CODE 95818-		

(1) MONTH/YEAR January, 03		(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) COST OF	(7) TRANSPORTATION				(8)		(9)
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L.T. N/C REL. OR DINNER			(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D)		BUSINESS EXPENSE	TOTAL EXPENSE FOR DAY	
											PRIVATE CAR USE				
10	0600	Sacramento to Los Angeles	84.00	5.64	10.00	16.96			PC			18	6.12		122.72
11		Los Angeles	84.00	6.00	9.12	18.00	6.00		A						123.12
12		Los Angeles	84.00	6.00	10.00	12.33	5.12		RC	P	10.00			3.00	130.45
13	1900	Los Angeles to Sacramento		5.50	10.00	18.00	6.00	12.00	RC						51.50
									PC		15.00	18	6.12		21.12
(10)	SUBTOTALS		252.00	23.14	39.12	65.29	17.12	12.00			25.00	36	12.24	3.00	448.91

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

1/10-1/13 HTROTS Training in District 7, 1/12 business expenses for faxes, 1/13 gas for rental car

CLAIM TOTAL \$ 448.91

*Rental car direct charge to State, receipt attached for charge coding information

(12) NORMAL WORK HOURS 7:00-4:00		SUF. FIX	T. CODE	M. O. D.	SOURCE		CHG DIST	EXP. AUTH.	SUBJOB	SPECIAL DESIGNATION	FAE	AGCY. OBJ.	AMOUNT	FY	MSA CODE
(13) PRIVATE VEHICLE LICENSE# 4IAM123					59	501	59	912076			7	020	\$396.67	03	
(14) MILEAGE RATE CLAIMED 0.34					59	501	59	912076			7	010	\$12.24	03	
AGENCY ACCOUNTING OFFICE USE ONLY															
PAID BY REV. FUND CHECK #															

(15) I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California.

If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE <i>Cal T. Rans</i>	DATE 1-15-03	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT <i>Bob T. Rans</i>	DATE 1-17-03
(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES (See Item 17 on reverse side)			DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING